

Wildlife Without Borders – Latin America and the Caribbean

Helpful Tips for Effective Reporting

As stated in the reporting guidelines, **PERFORMANCE REPORTS** shall include:

1. A cover page that specifies Mid-term Report or Final Report and includes the following: organization name, project officer name, Assistance Award number, start and end date of Award performance period, and the start and end date of the reporting period. If applicable, also include any changes to the project officer contact information (address, telephone, facsimile, E-mail) listed on the Assistance Award document.
2. A description of the project performance. Given the objectives of the WWB-LAC program, we suggest that the project performance description include the following information:
 - a. Describe how project activities and results are linked to the Wildlife Without Borders-Latin America & the Caribbean Program objectives: 1) To advance, through capacity building, the transition of protected areas from legally established but under-implemented “paper parks” to effectively managed landscapes, benefiting species of regional concern; and/or 2) To develop, strengthen and replicate high-quality conservation training programs that reach the priority audiences associated with protected areas.
 - b. Provide a brief assessment of the project’s impact on the conservation and management of protected areas (PAs) in Latin America and the Caribbean. Some *possible* indicators include: increase in number of PA staff; knowledge, skills and attitudes gained by trained staff; increase in PA management budget; increase in support for PA enforcement units; decrease in poaching/illegal hunting incidents; increase in support for PA outreach units; increase in visibility of PA; increase in public/stakeholder involvement in PA decision-making; increase in support of local community; functioning and effective PA management plans; functioning and effective monitoring mechanisms; increase in job satisfaction of PA staff; adoption of best practices and other pro-PA behaviors by stakeholders; creation / support of conflict management mechanisms; carbon sequestered; increase in water quality/quantity; rural development/poverty alleviation; adoption of materials with greater emphasis on priority subject areas; adoption of training philosophies and recommended practices in PAs as called for in model materials; use of model materials in multiple regions and PAs; cooperative agreements among training organizations; increase in amount/percentage/diversification of local counterpart contributions; infrastructure / staff left in place after duration of project (long-term institutional sustainability); PA conservation contributions by training program graduates.
 - c. As much as possible, provide a list of 1) Number of individuals trained; 2) Number of Protected Areas benefited directly; 3) Number of acres/hectares covered by these areas; 4) Training programs created/supported; 5) Management/Recovery Plans developed; 6) Species benefited (specifically note any endangered or migratory species); 7) Training materials produced; 8) Individuals reached through project activities (including multiplier effect); 9) Information/Outreach Units created/supported; 10) Change in attitude/knowledge of trainees, as measured by pre, post and future surveys. Describe quantitatively and qualitatively any other results achieved and products generated. Explain any deviation(s) between the expected products and the actual products.